



City of Tempe

RISK MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	414	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$98,300
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$132,704
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Risk Manager
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Deputy Internal Services Director - Finance or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires four years of increasingly responsible risk management experience, including two years of management and/or supervisory responsibility.
<i>Education:</i>	Requires a bachelor's degree from an accredited college or university with major course work in risk management, insurance, business administration, finance, or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• Completion of the Associates in Risk Management Course/Certification (ARM) is desirable.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct and supervise the activities of the Risk Management Division, including risk assessment and transference, employee safety, worker's compensation benefits, liability and property exposures; to administer the Risk Management Internal Service Fund for the self-insurance of risk; and to provide complex staff assistance to the Finance and Technology Director and Deputy Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Manage, organize and execute the operations of the City's risk management program to include risk financing through the procurement of excess insurance coverage and evaluating the risk financial structure, administration of the employee workers' compensation and liability claim program, administration of the employee safety and health program, and contractual risk transfer through procurement and various other contract reviews.
- Establish standards, goals, and objectives for the Risk Management Division in line with the Department's purpose statement and the City of Tempe's purpose and mission.
- Develop and implement program policies and procedures; ensure conformance of program operations to standards and regulations; meet with other City department directors and division managers to address safety, insurance and liability concerns which relate to Risk Management.
- Research and evaluate the City's exposure to loss and potential risks; recommend and implement methods to reduce, eliminate or transfer potential losses and risks to the City.
- Procure property and liability insurance, as required, in order to conserve the financial resources of the City.
- Survey real estate property replacement values and cash values on all City property to determine and maintain proper levels of insurance coverage.
- Determine and recommend which City assets require purchased insurance coverage and which are appropriate for self-insurance of risk.
- Provide technical assistance in evaluating proposed insurance contracts.
- Administer an in-house program to investigate and take appropriate settlement action for liability and property damage claims; negotiate with claimant or claimant's attorney in settling claims within prescribed guidelines.
- Administer the City's self-insured, worker's compensation program.
- Review bid proposals and contracts for risk management provisions, for loss control and loss prevention programs, for risk retention determinations and required insurance provisions within the contracts.
- Serve as the City's liaison with consultants and attorneys contracted by the City to review general liability claims and insurance programs with other agencies contracted by the City to investigate claims against the City.
- Participate with the Safety and Risk Coordinator in the inspection and review of City operations and facilities for safety/risk management provisions and recommend appropriate corrective action.

- Maintain close working relationships with the City Attorney's office on legal issues, contracts and judicial pronouncements relative to Risk Management.
- Prepare the Risk Management Division's budget; assist in budget implementation; participate in the forecast of additional funds for staffing, equipment, materials, and supplies; administer the approved budget; monitor expenditures.
- Design and implement a risk financing structure to fund accident losses balancing self-insurance with the purchase of insurance for optimal cost-benefit. Work with Accounting and Budget staff to assure adequate funding of self-insurance exposures through the Risk Management Trust Fund revenues and reserves. Facilitate the Risk Management Trust Fund board meetings and coordinate recommendations from the board Trustees to the City Council.
- Supervise and coordinate Risk Management staff activities including the selection and hiring of staff; coordinate staff training; complete written performance evaluations, work with employees to correct deficiencies; and implement discipline procedures. Establish goals with each employee in line with the Risk Management Strategic Plan and with the Departments goals.
- Prepare and present reports and statistical data relating to risk management operations and program performance to executive staff, managers and supervisors.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operates assigned Risk Management city vehicle or pool vehicle.
- Climbs stairways, ladders and works on elevated structures when doing facility inspections.
- Traverses uneven surfaces on construction sites.
- Works in stationary position that includes sitting at desk and in meetings for 50% of the day.
- Operates computers, calculators and other office machines.
- Extensive reading and close vision work that includes contract review, computer work and emails.
- Work out-of-doors in inclement weather for the purpose of incident call outs, site meetings and facility inspections.
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc. when at incident call outs, site meetings and facility inspections.
- May require working extended hours including having to come in early or stay late for meetings, call outs, City Council Meetings, and/or conferences.
- May work alone due to after hours' work for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective June 1995

Revised April 2003 (changed supervisory requirements to 2 years)

Revised January 2013 (updated essential functions and minimum qualifications)